



Title of Position: ***Administration Support Officer***

### ***Position Summary***

<b>Team Group:</b>	Administration	<b>Immediate Responsible Officer:</b>	Operations Manager
<b>School Unit:</b>	Administration	<b>Reporting to:</b>	Operations Manager
<b>Staffing Group:</b>	General Staff	<b>Executive Leader:</b>	Principal
<b>Classification Level:</b>			

### ***Position Details***

**Type of Appointment:**

**Employee Category:** Part Time

**Agreement Type:** Fixed term contract (10 months)

**Time Classification:** (FTE for salary purposes)

**Award:** Educational Services (Schools) General Staff Award 2020

**Classification and Level:** Level 2.2

**Base Full-Time Equivalent Salary (as at 01/07/2024):** \$63,733

**Ordinary Working Hours**

**Weeks per year:** Term weeks in fixed term period

**Number of hours worked per week:** 21 hours per week

**Working Days:** Friday, 2 other days negotiable

**Starting & Finishing Times:** 8:30am-4pm

### ***Broad Purpose of Position***

As a staff member of Mid North Christian College, the Administration Support Officer will provide a friendly and helpful welcome to all students, staff, families, volunteers, and visitors on Fridays. They will also assist in the College administration processes and be responsible for the aviation program coordination on two other days as negotiated.

### ***Reporting Relationships***

The Administration Support Officer:

- reports and is accountable to the Operations Manager
- will liaise with and work closely with other members of the Administration team
- reports to Aviation Teacher during flying weeks for decisions relating to scheduling of students for flying, billets, etc.



## ***Job Description***

### **Summary of key responsibilities and duties of general administration support**

- Answering public enquiries and providing accurate and relevant information personally or by phone
- Referring phone, emails, mail, messages, and personal enquiries to the appropriate person/s
- Assist families when purchasing uniforms and process uniform sale transactions
- Interacting with administrators, teachers, students, families, and guests and serving as primary contact for the College
- Be able to articulate an understanding of Christian schooling to parents and the wider community
- Carrying out receipting of monies via cash & EFTPOS and entering information onto Xero
- Provide relief in the Student Services area, including administering first aid where required
- Ensuring that Reception is kept neat and tidy
- Collate the information for the College newsletter fortnightly and load on website
- Be able to use a range of publishing programs such as Canva or Adobe Suite
- Maintain strictest confidentiality
- Where available, provide relief on other days in the event of staff being absent
- Perform a variety of other administrative support services as directed by the Principal or Operations Manager

### **Summary of key responsibilities and duties for the Aviation program coordination**

- Liaise with schools and interested families in all but not limited to their process application to aviation, answering questions, sharing application forms and information, more in-depth explanations to the information provided.
- Liaise with other schools in South Australia in the promotion of the course.
- Liaise with College staff to execute Aviation Open Day and Graduation up to but not limited to catering, tables, tablecloths, assessment examples, cleanliness of facilities, signage, etc.
- Update promotional material used in advertising the course such as for open day and the graduation events.
- Process enrolment application forms, reference forms, and offer acceptance forms.
- Keep administration and filing of student details organised.
- Ensure any changes to enrolments are communicated to relevant staff members promptly.
- Liaise with SACE Coordinator to ensure student details correctly recorded each year.
- Liaise with external schools to maintain correct enrolment and SACE records.
- Liaise with billet host families in all, but not limited to, volunteering each year, ensuring relevant Working with Children Checks, etc are up to date. Share communications about course dates and times, communications of student and family details, excursion plans/itineraries and expectations for each year and term.
- Liaise with billeting students' families to ensure billeting arrangements suitable, all details confirmed each term.
- Liaise with excursion destinations to arrange suitable visitation and connecting students for work experience.
- Liaise with Flight Training provider, ensuring all relevant forms and requirements are completed and shared as needed.
- Book College vehicles for transporting students for flight training and excursions and collaborate on constructing the Drivers' Schedule with the College Grounds team or volunteers
- Liaise with parents of the Aviation students and Aviation Teacher to ensure arrival of the external students is monitored, the Flight Training outs/ins are monitored and early departure on Friday afternoon of students that are travelling some distance are also monitored.
- Liaise with Aviation Teacher to complete supporting tasks as the need arises throughout the Aviation weeks.
- Keep the Aviation manual up to date as the course changes.
- Liaise with Sir Ross and Sir Keith Smith Fund who financially support the Aviation Program. Ensure the Annual Report is completed and shared with the Treasurer of the Smith Fund, and the College facilitators of the Aviation course. Ensure the funding request is complete, and invoices shared with the College Finance Team.
- Maintain meeting records for the Aviation Committee and contribute to the development and growth of the Aviation course.



- Liaise with Principal and Aviation Teacher for reporting on student's wellbeing and other incidents; connecting external school staff, parents, students, and billet hosts for communication of any concerns or issues that arise.

## **Child Safety**

- Be familiar with and comply with the College's Child Safety Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing

## **Selection Criteria**

### ***Essential***

The ideal candidate will have the following essential requirements:

- A committed Christian actively involved in a local church
- Excellent interpersonal skills, and ability to communicate with students, staff, families and visitors, and also external media agencies and other businesses
- Ability to work both independently and as part of a team
- Demonstrates initiative and flexibility, with honesty and integrity, in a range of situations
- Demonstrates excellent time management, organisational skills and attention to detail
- Willingness to participate in training
- Previous experience in working with children and young people
- Excellent written, verbal, and electronic communication skills
- Competent in using a range of software programs
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- Medium to high level of computer and literacy skills, with a working knowledge of computer programs including Word, Excel, Outlook, and the Adobe Suite
- Comprehensive understanding and commitment to Christian Education and the ability to translate it into the promotion of the College
- Demonstrated knowledge of Work, Health and Safety principles and practices.

### ***Desirable Criteria***

- Experience working in a school or front office setting
- Experience with school or business management system

## **Qualifications:**

### ***Essential Criteria***

- Working with Children Check (current and assessed as 'Not Prohibited')
- Responding to Abuse & Neglect in Education Care – Mandatory Notification (Fundamentals and Masterclass)
- First Aid
  - Provide First Aid in an Education & Care Setting
  - CPR, Asthma & Anaphylaxis

First Aid and RRHAN-EC – Mandatory Notification are essential for the position; it is desirable but not essential for the successful candidate to have these prior to starting work. The candidate must be available to undertake the training within 3 months of starting work. This may require out-of-hours attendance.